

175/  
c.2

**INFORMATION FOR CANDIDATES**  
*For the Degree of*  
**CERTIFIED PUBLIC ACCOUNTANT**

*By*

**STATE BOARD FOR THE EXAMINATION  
OF PUBLIC ACCOUNTANTS**

*Bulletin*  
*602*

Commonwealth of Pennsylvania  
DEPARTMENT OF PUBLIC INSTRUCTION  
Bureau of Professional Licensing

HARRISBURG  
1939



Digitized by the Internet Archive  
in 2016

<https://archive.org/details/informationforca00penn>

INFORMATION FOR CANDIDATES  
*For the Degree of*  
CERTIFIED PUBLIC ACCOUNTANT

*By*

STATE BOARD FOR THE EXAMINATION  
OF PUBLIC ACCOUNTANTS

Commonwealth of Pennsylvania  
DEPARTMENT OF PUBLIC INSTRUCTION  
Bureau of Professional Licensing

HARRISBURG

1939

## TABLE OF CONTENTS

	<i>Page</i>
RULES OF THE BOARD .....	3
SECONDARY SCHOOL AND COLLEGE CREDITS .....	6
GENERAL INFORMATION .....	8
General Accounting	
Commercial Law	
SUMMARY OF LAWS .....	9
COPY OF ACTS RELATING TO ISSUING DEGREES ....	10

## RULES OF THE BOARD

Adopted May 11, 1938. Effective June 1, 1938

### Pennsylvania State Board for the Examination of Public Accountants

---

Under Act No. 17 of 1899 the Board is empowered to formulate rules and regulations for its guidance and for the guidance of applicants, and this authority is fully confirmed by the Act of 1923.

Accordingly, the rules given below should be carefully followed by applicants for examination as well as by applicants for reciprocal certificates whose applications are filed on and after June 1, 1938.

The Administrative Code of 1923 (and as amended in 1929 and 1935) placed the various State examining boards under the Department of Public Instruction. Consequently, the rules prescribed by the Board are in accordance with the law of 1899 and subsequent amendments regulating the issuance of C.P.A. certificates and in accordance with the administrative requirements of the Superintendent of Public Instruction.

**Rule 1.** Applications accompanied in each case by a fee of \$35 fixed according to law, will be considered by the Board.

The said applications must be made only on forms which will be furnished on request of the applicants, and must be filed in person with the Secretary or one of the members of the Board not later than the 1st of October preceding the date set for the examination.

**Rule 2.** (a) Should an applicant fail to pass both commercial law and general accounting in his initial examination, he shall be entitled to sit for reexamination on two additional occasions, and if he fails on these two subsequent occasions, he may sit again after the lapse of one examination; if he should fail on this reexamination, the Board shall have the right to refuse the applicant the privilege of further examination. (Rule 2 (a) becomes effective January 1, 1939.)

PENNSYLVANIA DEPARTMENT OF PUBLIC INSTRUCTION

(b) Should an applicant pass in one subject and fail in the other in any examination, he may be permitted to retake the subject in which he failed in any one or all of the next three succeeding years. In case, however, the applicant passing in one subject should either not take the examination in any one of the next three succeeding years, or should fail the subsequent examinations in the same subject, he may be required to retake the entire examination.

(c) Fees for each reexamination under subsections (a) and (b) hereof shall be \$35.00.

**Rule 3.** Applicants must be citizens of the United States and reside, be employed in, or maintain an office for the regular transaction of public accounting in the Commonwealth of Pennsylvania and must be over the age of twenty-one years and must satisfy the Board of Examiners that they are of good moral character. All applicants must have completed an academic, four-year secondary school course of study or such an education which is at least equivalent to the same. As an evidence of such educational qualification each applicant must present to this Board a qualifying certificate from the Department of Public Instruction of Pennsylvania, certifying to the fact that said applicant has completed either an academic, four-year secondary school course of study or the equivalent thereof.

The Board will accept, as meeting the preliminary educational requirement, and in lieu of the secondary school\* course of study, satisfactory evidence of at least ten years' consecutive practice of public accountancy; provided such practice was completed immediately prior to the filing of the application to take the examination, and provided further, that the applicant shall have attained the age of forty-five years prior to taking the examination.

**Rule 4.** (a) Applicants must present conclusive evidence of five years of satisfactory experience in the practice of accountancy, and at least two of the five years of experience shall have been in the office of a certified public accountant or of a recognized public accountant in active practice.

(b) Applicants who have received a college degree as evidence of completing a regular four-year course of study in a recognized college or university, shall be required to have three years of satisfactory experience; provided, however, that two of the three years'

---

\*High School.

## INFORMATION FOR CANDIDATES—CERTIFIED PUBLIC ACCOUNTANT

experience shall have been in the office of a certified public accountant or of a recognized public accountant in active practice.

(c) An applicant who is qualified thoroughly in other respects and who has been in active bona fide public accounting practice on his own account for a period of five years and has reached the age of thirty years may be admitted to examination, provided that his practice has been of sufficient diversification in the opinion of the Board. Each applicant must submit with his application a statement outlining in detail the types of work performed by him during the five-year period.

(d) Applicants who have been a member of an auditing or investigating staff of a Department of the State or Federal Government for a period of at least four years shall be required to have one year of experience in the office of a certified public accountant or a recognized public accountant in active practice.

**Rule 5.** Applicants who, in the judgment of the Board, satisfactorily meet the foregoing requirements will be permitted to take the examination which will be held in Philadelphia and Pittsburgh in November of each year. An average credit in each subject of at least 75 points out of a possible 100 points will be necessary to pass the examination.

The Board is not required to disclose any information concerning the grades given to candidates.

**Rule 6.** The examinations will consist of four sessions of one-half day each on general accounting, and one session on commercial law. Applicants will be notified of the dates and places of the examinations and must present themselves promptly at each session. Paper and supplies will be furnished.

**Rule 7.** Should additional information be desired respecting any applicant by the Board after taking the examination and prior to issuing the final results of the examination, the said applicant shall, on notice to that effect, present himself at such convenient time and place as may be required by the Board.

**Rule 8.** In accordance with the law, Certified Public Accountants of other states of the United States, who have been certified for at least one year, and are actively engaged in public practice, may be recommended for certification at the discretion of the Board without any examination. Each case presented will be passed upon individually by the Board, but no such recommendation for certification shall be made unless the applicant is a

## PENNSYLVANIA DEPARTMENT OF PUBLIC INSTRUCTION

citizen of the United States and has resided in, been employed in, or maintained a bona fide office for the transaction of public accounting in Pennsylvania for at least one year immediately preceding the date or time of such application, and has fully complied with all other requirements of applicants for examination. Each applicant for a reciprocal certificate must present himself in person to the Secretary or some member of the Board, and pay a fee of \$50.

**Rule 9.** Written complaint against a Pennsylvania certificate holder when lodged with the Board by any responsible complainant, will be given due consideration and a formal hearing granted to the alleged offender, as provided by law; provided however, that in advance of such a hearing the alleged offender may be given a preliminary hearing by the Board or by a committee of the Board to determine the status and merits of the complaint, after which a date may be set for a formal hearing. The powers vested by law in the Board include the recommendation for revocation or suspension of a certificate for sufficient cause.

**Rule 10.** In applying these rules, the judgment of the majority of the Board shall be conclusive.

### SECONDARY SCHOOL\* AND COLLEGE CREDITS

Each applicant for C.P.A. examination or for reciprocal certificate must submit a preprofessional certificate issued by the Department of Public Instruction, showing that he has completed a four-year secondary school course of study, or its equivalent. Any person who does not have the secondary school diploma may take examinations in such subjects as may be necessary to complete the seventy-two counts required for the issuance of the secondary school certificate. The Superintendent will advise upon request the subjects to be studied.

Certified records of secondary school and college work should be made on forms supplied by the Department of Public Instruction. One form should be used for each school attended. Separate forms are provided for university credits, to be certified by the President or Dean. Itemized statements of subjects studied are required, not diplomas. The certified record should be signed by the present principal of the secondary school and should bear the seal of the school or the seal of a Notary. The principal should forward the certificate directly to the Department of Public In-

---

\*High School.

## INFORMATION FOR CANDIDATES—CERTIFIED PUBLIC ACCOUNTANT

struction, at the earliest possible date. The candidate will be notified of the credits allowed.

In each case in which the State requirements are met either by satisfactory credentials alone or by examinations, or both, the applicant, by paying the required fee of two dollars (\$2.00) may secure through the Department of Public Instruction, a State Pre-Professional Certificate. This certificate is in turn forwarded to the Board along with the application.

In applying for a State Certificate the name of the candidate and the address to which the certificate is to be sent should be written very carefully. Checks and money orders should be made payable to the Department of Public Instruction.

Time can be saved if candidates will submit full information respecting their educational attainments to the Superintendent of Public Instruction at the outset.

## GENERAL INFORMATION

---

The candidate shall be required to pass a satisfactory examination in the following subjects:

### General Accounting

The applicant will be expected to have a thorough knowledge of the theory and application of accounts, the various forms of business organizations, and the methods of administration under which they are conducted, to-wit:

Banking	Mercantile
Brokerage	Mining
Fiduciary	Public Utilities
Governmental	Taxes
Insurance	Trading
Legal	Transportation
Manufacturing	

### Commercial Law

The applicant should be well grounded in the branches of law that relate to the work usually undertaken by a public accountant from a study of the Statutes of Pennsylvania and standard textbooks upon the following subjects, viz:

Banking	Taxation
Bankruptcy	Insurance
Contracts	Landlord and Tenant
Corporations	Negotiable Instruments
Decedents' Estates	Partnership
Trusts	Real Estate and Personal Property

SUMMARY OF LAWS RELATING TO THE ISSUING OF CER-  
TIFICATES OF CERTIFIED PUBLIC ACCOUNTANTS,  
THE ACT OF 1899 AND SUBSEQUENT AMEND-  
MENTS, AND THE CODE OF 1923

---

Any citizen of the United States residing or having an office for the regular transaction of business in the Commonwealth of Pennsylvania, being over the age of twenty-one years and of good moral character and possessing the required education and experience, is entitled to make application for and take the required examination for a certificate of Certified Public Accountant, and no others.

Any person holding such Certificate and any co-partnership of accountants, every member of which shall hold such certificate is entitled to use the title of C.P.A. or Certified Public Accountant.

Any person holding himself out as having received the Certificate or who shall assume to practice thereunder as a Certified Public Accountant or use the initials C.P.A. or other words, letters or figures, indicating that the person or co-partnership using the same is such Certified Public Accountant, without first having received such certificate or after the same shall have been revoked, shall be deemed guilty of a misdemeanor and on conviction thereof shall be sentenced to pay a fine not exceeding five hundred dollars (\$500.00).

The examination for certificates shall be based upon an examination in Commercial Law and General Accounting. Examinations shall be held once a year, in Philadelphia and Pittsburgh, in the month of November, under such rules and regulations as the Board may adopt.

Certified Public Accountants of other states of the United States who have been certified for at least one year may be recommended at the discretion of the Board for certificates without any examination, provided such applicant meets with all the other requirements of the law as hereinbefore stated.

The State Board for the Examination of Public Accountants (under the 1923 Code) shall consist of the Superintendent of Public Instruction, ex-officio, and five members, two of whom shall be appointed from the eastern part of the State, two from the western

part and one from the central part, three of whom shall be Certified Public Accountants, and the other two shall be practicing attorneys, all of whom shall be appointed by the Governor of the Commonwealth for the term of four years. The law of 1923 provides also for the appointment of a secretary.

Act 77, passed in 1925, empowers the Department of Public Instruction to fix the fees to be charged by examining boards.

---

COPY OF ACTS RELATING TO THE ISSUING OF  
CERTIFIED PUBLIC ACCOUNTANT DEGREES

---

Act of 1899

AN ACT to Establish a Board for the Examination of Accountants; to provide for the granting of certificates to Accountants, and to provide a punishment for the violation of this Act.

**Section 1.** Be it enacted, etc., That any citizen of the United States, residing or having an office for the regular transaction of business in the state of Pennsylvania, being over the age of twenty-one years and of good moral character, and who shall have received from the Governor of the state of Pennsylvania a certificate of his qualification to practice as a public expert accountant, as hereinafter provided, shall be designated and known as a certified public accountant; and no other person shall assume such title, or use the abbreviation C.P.A., or any other words, letters or figures to indicate that the person using the same is such certified public accountant. Every person holding such certificate, and every co-partnership of accountants, every member of which shall hold such certificates, may assume and use the title of certified public accountants, or the abbreviation thereof, C.P.A.; Provided, that no other person or co-partnership shall use such title or abbreviation, or other words, letters or figures, to indicate that the person or co-partnership using the same is such certified public accountant.

**Section 2.** (As amended May 24, 1921.) The Governor of the State of Pennsylvania shall appoint a board of five examiners for the examinations of persons applying for certification under this

Act. Two shall be appointed from the eastern part of the State, two from the western part, and one from the central part of the State. Three of said examiners shall be certified public accountants, each holding a degree of same from the Commonwealth of Pennsylvania; one of whom shall be appointed for a term of one year, one for two years, and one for three years; and upon the expiration of each of said terms, an examiner shall be appointed for the term of three years. The other two examiners shall be practicing attorneys in good standing in any of the courts of the state of Pennsylvania. One of them shall be appointed for the term of one year, and the other for two years; and, upon the expiration of each of said terms, a successor shall be appointed for the term of three years. The examination for certificates shall be based upon an examination in commercial law and general accounting; said examination shall take place in Philadelphia and Pittsburgh, once a year, in the month of November of each year, under such rules and regulations as may be adopted by the Board. In no event, however, shall a special examination be given or a degree granted to any person, except by passing a regular examination as herein provided for, but certified public accountants of other states of the United States, who have been certified for at least one year, may be recommended for certification, at the discretion of the said Board, for certificates without any examination. The fees provided by this Act shall be twenty-five dollars (\$25.00) for each applicant, from which shall be paid the actual traveling expenses of the members of the Board and expenses incident to such examination for office rent, stationery, printing, and clerk hire, a sum not exceeding three hundred dollars (\$300.00) per annum; and if any surplus above said expenses shall remain at the end of the year, it shall be paid into the treasury of the Commonwealth. The results of such examination shall be certified to the Governor within sixty days after said examination and filed in the office of the Secretary of Internal Affairs, and kept for reference and inspection for a period not less than five years, the Governor to issue the certificate. (Approved by William C. Sproul on May 24, 1921.)

**Section 3.** The Governor of the state of Pennsylvania may revoke any such certificate for sufficient cause, upon the recommendation of the Board of Examiners, who shall have given written notice to the holder thereof, and after he has had a hearing thereon.

**Section 4.** The Board of Examiners may, in its discretion, waive the examination of any person who shall have been for three years before the passage of this Act practicing in the state of Pennsylvania as a Public Accountant, and who shall apply in writing for such certificate within one year after the passage of this Act.

**Section 5.** If any person shall hold himself out as having received the certificate provided for in this Act, or shall assume to practice thereunder as a certified public accountant, or use the initials C.P.A., without having received such certificate, or after the same shall have been revoked, he shall be deemed guilty of misdemeanor, and on conviction thereof shall be sentenced to pay a fine not exceeding five hundred dollars (\$500.00).

Approved the 29th day of March, A.D. 1899.



